

Step-by-step instructions for creating or modifying your partner profile.

Before you begin: It is helpful to have the mission statement, a brief description, and the logo for your organization available in an electronic format so that you can copy and paste them into the profile form.

- 1) **Log in** using the Login Name and Password provided for your account.
- 2) Click on the "**Partner**" Tab
- 3) Select the **name of your organization*** under "partner name", they are sorted alphabetically, and click on "**Read More**".
- 4) Select the **edit** tab above the gray bar.
- 5) Fill in the "**Edit Your Partner**" form.
- 6) Upload logo by clicking on the **insert/edit image** in the toolbar. If you have problems with this you can email the image to us and we will post it.
- 7) When you have finished editing your profile click **save**.
- 8) To submit your profile for publishing, on the gray toolbar, change the **state** from "**private**" to "**submit for publication**".

After you have changed the state to "submit" your profile will be reviewed and published if consistent with the [submission guidelines](#). Once your profile has been published, you will be able to return to the site to add activities, resources and/or events.

***If your organization is not listed:**

1. In the gray toolbar, click on "**Add New**" to see a dropdown menu.
2. Select "**Page**".
3. Add the "**Title**", then continue filling out the "**Add Page**" form following the instructions above.

While completing your profile, please note:

- To finish entering your profile at a later time, click save before leaving the form.
- The "Short Description" box is what shows up on the main partner pages about your organization. Keep this brief if possible.
- Please provide the key details about your organization such as mission statement, purpose, contact info, link to website, etc.
- You can make edits or add more information to your profile at any time.